

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-1</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	<p>Criminal</p> <p>Petty Offense Citations and Fugitive Warrant Cases</p> <p>Closed in <u>2004</u></p>	2219	Section IV 2a, b, c	January 2004- December 2004	10	10/4/11	shred

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Topp
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/24/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-2</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

[illegible]

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Topp
State Archivist

Connie Surley
Signature of Court Official

Destruction Certification

County Clerk
Title

10/4/11
Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-3</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

[illegible]

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Topp
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/4/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-6</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

[illegible]

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Trenchum
State Archivist

Connie Surley
Signature of Court Official

Destruction Certification

County Clerk 10/4/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-7</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

[illegible]

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward A. Gump
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/4/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-16</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Batch Envelopes, Folder Contents	2219	Section IV 2a, b, c	January 2004- December 2004	2	10/4/11	shred
Closed in 2004							

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Tupper
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/4/1
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-11</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

[illegible]

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Toppin
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/4/1
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-13</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil	2219	Sec II Item 2	January 2004- December 2004	10	10/4/11	shred
	Closed in 2004						

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward A. Toppin
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk
Title

10/4/11
Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-14</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil	2219	Sec II Item 2	January 2005- December 2005	10	10/4/11	shred
	Closed in 2005						

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Toppin
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk
Title

10/4/11
Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-15</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil	2219	Sec II Item 2	January 2006- December 2006	10	10/4/11	Shred
	Closed in 2006						

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward A. Tupper
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/4/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-16</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

[illegible]

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Tupper
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/4/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-19</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Special Proceedings	2219	Sec III Item 2	January 1994- December 1994	1	10/4/11	shred
	Closed in 1994						

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Taper
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk
Title

10/4/11
Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-20</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

[illegible]

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Tupper
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/4/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-22</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Special Proceedings	2219	Sec III Item 2	January 1997- December 1997	1	10/4/11	shred
	Closed in 1997						

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward A. Gump
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/4/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-23</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Special Proceedings	2219	Sec III Item 2	January 1998- December 1998	1	10/4/11	shred
	Closed in 1998						

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. Green
State Archivist

Connie Bailey
Signature of Court Official

Destruction Certification

County Clerk
Title

10/4/11
Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-24</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal/Accounting Miscellaneous Accounting Records: Receipt and Disbursement Journals, Reconciliation and Trial Balance Sheets, Traffic Payment Batches Closed in <u>2004</u>	2219	Sec V <i>Item 1C.</i>	January 2004 - December 2004	1	10/4/11	Shred

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Connie Hurley
Signature of Court Official

County Clerk 10/4/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-25</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal/Accounting Miscellaneous Accounting Records: Receipt and Disbursement Journals, Reconciliation and Trial Balance Sheets, Traffic Payment Batches Closed in <u>2005</u>	2219	Sec V <i>Item IC-</i>	January 2005 - December 2005	1	10/4/11	shred

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward C. [Signature]
State Archivist

Connie Harley
Signature of Court Official

Destruction Certification

County Clerk 10/4/11
Title Date

District 02-02	July 26, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2167-26</u> Forward three (3) copies to address at left.
Court	Date		
Somerset County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal/Accounting Miscellaneous Accounting Records: Receipt and Disbursement Journals, Reconciliation and Trial Balance Sheets, Traffic Payment Batches Closed in <u>2006</u>	2219	Sec V <i>Item 1 c.</i>	January 2006 - December 2006	1	10/4/11	shred

Destruction Approved by Maryland State Archives

9 Aug 11
Date

Edward A. [Signature]
State Archivist

Connie Hurley
Signature of Court Official

Destruction Certification

County Clerk 10/4/11
Title Date